

# **TPI Motorcycle Policy**

The Timor-Leste Millennium Challenge Corporation Threshold Project on Immunization (hereafter referred to as TPI) has been awarded to John Snow, Inc. (JSI) to help the Timor-Leste Ministry of Health increase routine immunization coverage rates among infants and children under the age of twelve months to 81.5% by 2013, thereby helping the Government of Timor-Leste (RDTL) improve its score on the MCC Immunization Rate indicator. The Project is working under a Cooperative Agreement (# GHS-A-00-08-00002-000) between Jhpiego and the United States Agency for International Development (USAID) and MCHIP is required to provide specific deliverables and outputs. The project also operates in Timor Leste under it's local project name "Immunizasaun Proteje Labarik" (IPL).

This Motorcycle Policy is to be used by all TPI Field staff and other individuals or organizations entrusted with project motorcycles. This policy must be viewed in conjunction with the TPI Operations Manual as well as JSI's other financial and administrative manuals and resources.

This Motorcycle Policy serves as a reference document for employees and other users of project motorcycles in respect to their responsibilities and obligations and is a guide for supervisors and managers in the administration and management of motorcycle usage and maintenance.

## **Motorcycle Usage & Purpose**

All project motorcycles released to individuals for the purpose of providing transportation to support project activities will be entrusted to the user by means of a "Motorcycle Release Form" (see attachment A). The designated user of each motorcycle must sign a Motorcycle Release Form to acknowledge he/she assumes responsibility for the safekeeping, proper use and maintenance of the motorcycle in accordance with this Motorcycle Policy. Only the designated driver authorized in the Motorcycle Release Form may drive the motorcycle within the authorized geographical area of operations.

All travel details including name of authorized driver, geographical area of operations, purpose of travel, duration of travel and names of intended passengers, including non-project employees, must be clearly defined in the Motorcycle Release Form (see attachment A). The motorcycle driver is responsible for planning and following the most direct and safest route/s possible and is not obliged to accept directions from passengers.

TPI motorcycles are intended for use in districts and sub-districts outside Dili and may not be utilized for personal use or driven outside the areas designated in the Motorcycle Release Form. Any use of TPI motorcycles for personal use is prohibited and may result in termination of employment. Personal use is defined as any non- work use and includes travel between home and office, transporting family or friends, personal errands, commercial activity, etc.

Use of project motorcycles outside normal working hours is not permitted without prior authorization from the Administration Officer or Chief of Party.

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Use of project motorcycles during evening hours (after sunset and before sunrise) is not permitted for any reason without prior written authorization from the Administration Officer or Chief of Party.

If unauthorized use of a project motorcycle results in any damage (to the vehicle and/or other vehicles, persons, or property) the individual to whom the motorcycle is entrusted will be held fully responsible.

## **Safety**

Driver and pillion passengers must wear motorcycle safety helmets and shoes. Not more than one passenger /pillion rider may travel on a motorcycle.

All motorcycle drivers must hold a valid driving license for motorcycle use. It is the responsibility of the motorcycle driver to maintain his/her own driving license. TPI will not reimburse costs associated with obtaining, renewing or extending motorcycle driving licenses.

The driver is required to operate the motorcycle in a safe manner in compliance with all local road rules, regulations and laws. Passengers are encouraged to report any reckless driving or other conduct which endangers the safety or lives of passengers, the driver, or other third parties. Any conduct which causes or threatens potential physical damage to the vehicle or other property owned by TPI or other parties should be reported to Admin as should any actions which directly contravene these policies.

Large, heavy or dangerous materials or goods should not be transported using project motorcycles. Project motorcycles should not be operated under excessive load or be used to carry large or heavy objects, gasoline, fuel, chemicals or other such potentially dangerous substances. The motorcycle's manufacturers recommended load should not be exceeded as heavy loads may adversely affect the motorcycle's suspension, braking ability, balance, drive chain and power – rendering the motorcycle unstable and a danger to the driver, passenger and others.

Use of mobile phones while driving or riding as a pillion passenger on a project motorcycle is strictly forbidden.

Smoking, drinking or eating while driving or riding as a pillion passenger on a project motorcycle is strictly forbidden.

Consumption of alcohol by driver or pillion passenger is strictly prohibited.

Any driver found driving under the influence of alcohol or drugs will be subject to instant dismissal and the motorcycle will be returned to Dili project offices.

## **Vehicle Markings**

All USAID inventory tag numbers and USAID or project logos may not be removed from the vehicle without authorization from the Chief of Party – the driver should inform Admin if such stickers are damaged or missing.

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## **Maintenance & Repairs**

The person entrusted with a project motorcycle is responsible to maintain the vehicle in a clean and working condition. Any damage or faulty conditions must be immediately reported to the Administration Office for corrective action by completing the “Equipment Loss / Damage Report” (see attachment B). The driver must perform Daily Maintenance and roadworthiness /safety checks as outlined in the “Motorcycle Daily Checklist” (see attachment C).

Once each month all project motorcycles must be brought to the TPI project offices in Dili or other location to be identified in the district for inspection by a duly authorized project driver. A project designated driver will inspect the condition of the motorcycle and complete the “Motorcycle Inspection Report” (see attachment D) noting any damage and required maintenance or repairs. Motorcycles which are damaged or otherwise not fit to be roadworthy should not be used until the repairs have been completed. The project driver will coordinate any repairs and maintenance after seeking authorization from the Administration Officer. All motorcycle repairs and maintenance must be performed at a professional repair center by qualified mechanics.

The project driver designated by Admin is responsible to maintain the “Motorcycle Repairs & Maintenance Log” (see attachment E) up to date upon completion of the maintenance or repair work.

## **Mileage Logs**

The motorcycle driver is responsible to maintain the “Motorcycle Mileage Log” (see attachment F) which must be updated upon completion of each individual journey. All passenger names must be recorded in this log and must be signed by the passenger. The original Motorcycle Mileage Log must be submitted to the duly authorized project driver upon conducting monthly vehicle inspections. All Mileage Logs must be returned to Dili and submitted to Admin on a monthly basis.

## **Accidents**

Any and all accidents involving the vehicle, its driver and/or passengers must be reported immediately to Admin by telephone or SMS. Admin will advise the driver on the required course of action, if any, in response to the accident. The driver must immediately prepare and submit a written “Accident Report” (see attachment G) to Admin.

## **Driver Health**

Motorcycle drivers and pillion passengers are responsible for ensuring that they are sufficiently fit to carry out their duties effectively and that none of their judgment, abilities or reflexes may be impaired. This may involve taking the following precautions:

- i) ensuring that they have sufficient sleep prior to undertaking a long journey

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- ii) avoidance of alcohol prior to a journey
- iii) maintaining general good health and fitness

It is recommended that motorcycle drivers have eye tests on an annual basis.

## **Driver Hours**

In the interest of passenger's safety and driver's health, motorcycle drivers may not drive for extended periods without a break. The following time restrictions must be strictly adhered to:

- The maximum duration motorcycle drivers may drive in any one day is 6 hours
- Motorcycle drivers should take a short break, of minimum 15 minutes, after at least every 2 hours.

## **Motorcycle Fuel**

ALL motorcycle fuel should be purchases from licensed vendors and be of a quality and composition recommended for use in the motorcycle ie only premium petrol should be purchase and sub-standard fuel or kerosene should not be used to run motorcycles.

Only the authorized motorcycle driver (as named in the Motorcycle Release Form) may purchase fuel. Fuel expense will be reimbursed to the authorized motorcycle driver upon submission of a Local Travel Expense Report (see attachment H). Original fuel receipts must be attached to the Local Travel Expense Report. TPI will only reimburse fuel expenses up to a maximum amount not exceeding US\$ 60.00 per month (or a maximum amount equivalent to US\$ 2.00 per day for motorcycle usage less than 30 days). Fuel expense in excess of this maximum limit will not be reimbursed by TPI. Fuel Expenses should be submitted to the authorized project driver for cash reimbursement once each month at the time of monthly motorcycle inspection (see "Maintenance & Repairs" section above).

No cash advances will be provided by TPI to motorcycle drivers.

The motorcycle driver is responsible to record all fuel purchases in the "Motorcycle Mileage Log" (see attachment F) each time the motorcycle's fuel tank is replenished.

## **Off-Road Driving**

Driving a motorcycle off-road can be dangerous if proper precautions are not taken. Drivers should try to avoid driving off-road and use public tarmac-surfaced roads whenever possible.

When making off-road river crossings the motorcycle driver must adhere to the following steps :

1. Stop the motorcycle at a safe distance from the river bank before attempting to cross the river.

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2. Visually assess the river before crossing to ascertain whether it is safe to cross. Look at the river's width, depth, direction, strength (speed & current), riverbed condition (sand, mud, rocks, etc), obstacles obstructing crossing (eg large boulders, tree trunks, etc) and the weather conditions upstream (eg heavy rain).
3. If the river looks safe to cross, first walk the intended route to be taken through the river – physically check the water depth for the entire intended crossing. Do not attempt to cross the river in water depths greater than 30 cm or depths that may exceed the height of the exhaust pipe. It is not necessary to physically check water depth if other motorcycles have safely crossed the river within the last 10 minutes. It is not safe to follow the path of motor cars, trucks or buses – since their height (road clearance) is generally higher than a motorcycle.
4. Before driving into the water ensure that all vehicles in front have safely crossed to the other side of the river. Do not enter the water while other vehicles are still crossing. Ensure that the motorcycle's transmission is engaged in first gear before driving in water.
5. Once all vehicles in front have safely crossed, drive through the water slowly, while “riding” the clutch with high revs. Do not stop, reduce revs or deviate from the intended path while in the water. Follow the path taken by other motorcycles or the path which has been physically checked/walked.
6. If the vehicle becomes disabled while in the water, dismount the motorcycle and push it to the other side of the river. Do not deviate from your intended path or attempt to turn the motorcycle around.

The above river crossing procedure also applies when driving through floods.

During the raining season, TPI vehicles (both motorcycle and cars) are not permitted to make any river or flood crossings after 3pm. Heavy rains at higher elevations during early to mid afternoon can often cause unpredictable river surges or flash floods. Plan the timing of your trip carefully before departing on any road trip involving a river crossing, to ensure timely crossing of river/s before 3pm. Admin will advise drivers and staff when these restrictions shall commence (start of raining season) and cease (end of raining season). Irregardless of any local weather reports and/or movements of other vehicles, the driver must strictly adhere to this river crossing deadline while the raining season restriction is in force.

## **Attachments**

- A - Motorcycle Release Form
- B – Equipment Loss / Damage Report
- C - Motorcycle Daily Checklist
- D – Motorcycle Inspection Report
- E – Motorcycle Repairs & Maintenance Log
- F – Motorcycle Mileage Log
- G - Accident Report